

# Executive Committee



## Larry Stähli, Vice Chair

Thursday, March 6, 2008  
4:00 pm to 6:00 pm  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> Floor, Joshua Room

4041 North Central Avenue  
Suite 1537 • Phoenix, AZ 85012-3329  
(602) 506-6321 phone  
(602) 506-6896 fax  
PlanningCouncil@mail.maricopa.gov

## Meeting Minutes

**Committee Members**    *AT: Attended   AB: Absent   EX: Excused   ALT: Alternate Present*

AT   Keith Thompson	AT   Larry Stähli	EX   Mark Kezios	ALT   Mary rose Wilcox alt: Terri Leija
AT   MiAsia Pasha	AT   Randall Furrow	AT   Ron Hill	AT   Stephen O'Dell

### Guests

Bradley Allen

### Administrative Agent Staff

Kevin McNeal	Julie Young	Dyle Sanderson	Victoria Jaquez
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Support Staff: Excused

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## Welcome, introductions and declarations of any conflicts-of-interest

Larry Stähli called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Larry Stähli determined that quorum was established, with five of eight members present at 4:03 pm.

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## Review of the minutes and action items from the prior committee meeting

Attendees silently read summaries of recorded minutes from the March 7, 2007 meeting. No corrections were voiced.

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### Administrative Agent update

Kevin McNeal provided a utilization report and detailed the various service categories with spending variances.

Larry Stähli asked what the unobligated balance is expected to be for GY 2007. Kevin McNeal related that the unobligated balance is estimated to be \$255,000, of which only \$30,000 will be from the formula award. Kevin related that he is excited.

Kevin McNeal also discussed:

- Lezli Stone has resigned as the Quality Management Program Manager.
- The AA has received the notice of grant award for GY 2008 in the amount of \$7,312,952. This is the first time the EMA has received more than \$7 million dollars. This is a 7% increase over last year.
- Later in the agenda, Kevin will be recommending reallocations to adjust funding to match the GY 2008 award, and will also request final reallocations for GY 2007 funding. Kevin provided an overview of these recommendations.

Terri Leija asked if there was a need for additional emergency financial assistance. Kevin McNeal responded that there were sufficient funds to cover these needs. Terri also asked why so much funding was left in the Oral Health- financial assistance line item. Kevin McNeal discussed all financial assistance programs were managed by case management programs this year. As some new case management providers were slow to ramp up services, expenditures were not as high as anticipated. Julie Young added that each case management provider also had to work with HOPWA to ensure clients who accessed HOPWA services utilized HOPWA assistance first, and then accessed Ryan white assistance. This eliminated challenges that might make clients ineligible for HOPWA.

Keith Thompson discussed that emergency financial assistance programs are more restrictive than they have been before. Julie Young added that there is also a client education issue that must be overcome.

Terri Leija asked Kevin McNeal and Julie Young to report back on the activities of the Health Care Strategies Committee. She discussed that she is interested on how the committee will determine the best way to educate the clients on the availability of these funds.

MiAsia asked if all case management needed to be medically related. Kevin McNeal replied that HRSA still allowed supportive case management as a supportive service - medical case management was a core service.

*Copies of the utilization report and other documents provided by the Administrative Agent are available from Planning Council Support.*

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### Council Chair update

Larry thanked Kevin McNeal, his staff, and John Sapero for creating an outstanding grant application.

MiAsia Pasha discussed that she had returned from the African American HIV University Community Mobilization College, and that several participants had mentioned that they had heard of the work that

## MEETING MINUTES *continued*

was being accomplished in the Phoenix EMA. Many people questioned how the EMA had affected so much change in such a short period of time.

Larry Stähli, Kevin McNeal and Julie Young provided examples of how the EMA's processes are being used as models for other EMAs to follow.

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### **Committee/Workgroup reports**

**Allocations Committee:** Larry Stähli discussed that the committee reviewed the reallocations request from the Administrative Agent, but quorum was not established and the matter could not be voted on. The reallocations will be discussed by the Executive Committee later in the agenda.

**Community Planning & Assessment Committee:** Larry Stähli discussed that there will be a presentation of the MSM needs assessment at the March Planning Council meeting.

**Education & Empowerment Committee:** MiAsia Pasha discussed that the committee will continue planning health fair participation at its next meeting.

**Membership Committee:** Randall Furrow discussed that the committee will interview a potential new member at its next meeting. The committee will develop a survey of training needs, and will revise the new member orientation process.

**Rules Committee:** Keith Thompson discussed that the committee had completed revisions to the Bylaws, and presented an executive summary of the changes for the Executive Committee to review and discuss at this meeting.

**Standards Committee:** Larry Stähli related that the Standards Committee will continue to work on standards of care for Nutritional Therapy and Food Boxes/Home-delivered meals service categories.

**Health Care Strategies Work Group:** No report was provided.

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### **GY 2008 funding review**

Larry Stähli discussed that the Administrative Agent has requested, based on utilization, the AA is recommending changing the allocations determined at last year's PSRA determination session, as follows:

- Decrease Medical Case Management by \$230,000
- Increase Supportive Case Management by \$50,000
- Increase Oral Health Services by \$200,000
- Increase Mental Health Services by \$50,000
- Decrease Substance Abuse Services by \$50,000
- Increase Outreach by \$30,000
- Decrease Emergency Client Assistance by \$30,000
- Decrease Home Care by \$20,000

**MOTION:** Keith Thompson moved to accept the AA's recommendations for GY 2008 reallocations and forward the recommendations to the full Planning Council for final approval. Terri Leija seconded.

**DISCUSSION:** None.

## MEETING MINUTES *continued*

**OUTCOME:** The motion passed.

Kevin McNeal discussed that there was an additional reallocations request related to GY 2007 funds. The Administrative Agent recommends reallocating \$50,000 from Medical Case Management to Supportive Case Management. This will need to be approved by the committee and the full Planning Council, as these funds are being transferred from core services to supportive services.

**MOTION:** Keith Thompson moved to accept the recommendation to decrease Medical Case Management by \$50,000, and increase Supportive Case Management by \$50,000, and then forward this recommendation to the full Planning Council for final approval. Terri Leija seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **Review of Bylaws revisions**

Larry Stähli discussed that an executive summary of the revisions to the Bylaws had been provided in each participant's folder. Larry reviewed the document, and discussed that these changes would need to be approved by the Executive Committee to be forwarded to the full Planning Council for approval.

Terri Leija asked for clarification regarding the added section that mentioned that the BOS Designee or alternate would not affect quorum. Keith Thompson replied to this query.

**MOTION:** MiAsia Pasha moved to accept the proposed changes to the Bylaws, and forward the changes to the Planning Council for final approval. Randall Furrow seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **Policies and Procedures reviews**

Randall Furrow related that the Membership Committee had made revisions to the Committee's policies and procedures, and had made minor text revisions to align the text with new HRSA verbiage, and had made revisions to clarify actual committee processes (i.e., interviews). An executive summary of the changes was provided for review.

Keith Thompson discussed that the only revisions to the Rules Committee policies and procedures were minor text revisions to align the document with new HRSA verbiage.

**MOTION:** Terri Leija moved to accept the proposed changes to both Policies and Procedures documents. MiAsia Pasha seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

## MEETING MINUTES *continued*

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### Planning Council Support (PCS) satisfaction survey

Randall Furrow related that Maricopa County was now requiring that PCS satisfaction survey be completed each month, rather than quarterly. Randall distributed the survey and asked everyone to complete the form prior to leaving.

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### Determination of the Planning Council meeting agenda and review of action items

In addition to the recurring agenda items, the committee determined the following:

#### Agenda Items

Reallocations recommendations approval

Policies and Procedures

Quality Management Presentation

Membership appointment presentation

MSM Needs Assessment presentation

#### Action Items to be completed by the next meeting:

Task	Assigned To
Distribution of Bylaws revisions	John Sapero

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### Planning Council Retreat Planning

Larry Stähli discussed that the Allocations Committee wished to request that the Retreat be used to develop guiding principles for Priority Setting and Resource Allocation. Also, Planning Council Support had requested more detailed guidelines about what activities needed to be scheduled.

Randall Furrow discussed that the Membership Committee would like to present a recognition banquet for Planning Council members, in addition to the Retreat activities.

MiAsia Pasha discussed that she was in favor of a Retreat that focused on teambuilding and entertainment.

Bradley Allen was asked to provide background regarding the Allocations Committee's desires for the Retreat activities. Kevin McNeal related that the Allocations Committee is attempting to develop a philosophy to guide decision-making, especially if funding is decreased. The committee has collected some draft guidelines, but would like to involve the entire Council in the creation and establishment of these guidelines. Bradley added that these guidelines would help eliminate emotional issues regarding cutting funds or service categories.

Bradley related that the Allocations wanted one to two hours of time to address this issue during the Retreat. Randall Furrow discussed that the Allocations Committee had been trying to determine guidelines for the past three meetings, and he did not feel that two hours was not going to be enough.

## MEETING MINUTES *continued*

Kevin McNeal and Larry Stähli related that the Allocations Committee wants to get input from the full Council to add to the guidelines that have already been discussed.

There was general discussion regarding the desire to keep the “work” portion of the retreat as a minimal component of the overall retreat. Topics included event structure, event length, desires/needs to accomplish, other trainings that have been offered, etc.

The committee developed the following timeline/activities for the retreat:

2 hours Allocations Guidelines Development

2 hours Facilitated discussion: Language skills to reach goals efficiently and quickly

2 hours Teambuilding/relationship-building activities

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### **Current events summaries**

No current events were voiced.

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### **Call to the public**

No calls were voiced.

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### **Adjourn**

The meeting adjourned at approximately 5:10 pm.